

DEFINITIONS

1. Administrative Offset. The withholding of money payable by the United States to, or held by the United States for a debtor to satisfy a debt the debtor owes the United States. Administrative offset includes offset from salary (pay).
2. Advance of Pay. A single lump-sum payment authorized with each permanent change of station to a post in a foreign area.
3. Allotment. A recurring, specified deduction from pay authorized by a civilian employee to be paid to an allottee.
4. Allottee. A person or institution to whom an allotment is made payable.
5. Allotter. The employee from whose civilian pay the allotment is made.
6. Annuitant. A retired federal employee or his/her survivor who is receiving payments from the Office of Personnel Management.
7. ★ Availability Pay. A premium pay provided for criminal investigators in job series 1811 and 1812, required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing activity.
8. Beneficiary. A person other than a recipient who is entitled to receive all or part of a benefit payment from the federal government.
9. Continental United States (CONUS). The 48 contiguous states and the District of Columbia.
10. Continuation of Pay. Payment made to an employee during an absence from the job due to a traumatic on-the-job injury.
11. Data Element. A named identifier of each of the entities and their attributes that are represented in a database.
12. Data Element Value. Value input into a database that represents the literal representation for a data element.
13. Debt. Any amount of money or any property owed to a DoD Component or another federal agency by any person, organization, or entity except another federal agency. Debts include insured or guaranteed loans and any other amounts due from fees, leases, rents, royalties, services, sales of real or personal property, or overpayments, penalties, damages, interest, fines and forfeitures, and all other claims and similar sources. Delays in processing employee-elected coverage or a change in coverage under federal benefits programs are not normally considered debts if processing delays

did not exceed two monthly or four biweekly pay periods. Amounts due a nonappropriated fund instrumentality are not debts owed the United States unless specifically included by this Regulation.

14. Deductions. Monies withheld, by law or voluntarily, from an employee's pay (salary). The three basic types of deductions are:

- a. Those required by law, regulations, or civilian legal decisions;
- b. Those for benefits specifically authorized by law, such as health and life insurance; and
- c. Voluntary, personal allotments to a designated payee.

15. Departmental Reporter. An organizational entity located at a DFAS Center responsible for serving as the focal point for a Military Service when dealing with the Office of Personnel Management and the Thrift Investment Board concerning retirement or Thrift Savings Plan reporting.

16. Deposit Fund Accounts. Expenditure accounts established to account for receipts (a) held in suspense temporarily and later refunded or paid into some other fund of the government, or other entity, or (b) held by the government as banker or agent for others and paid out at the direction of the owner. Such funds are not available for paying salaries, grants, or other expenses of the government. Expenditures are often offset by receipts within this type of fund.

17. Direct Deposit System. A federal government service for employees who authorize the automatic deposit of net pay, travel, and savings allotments to their personal bank account.

18. Disposable Pay. The amount that remains after pay (salary) is reduced by amounts that are:

- a. Required by law to be deducted;
- b. Properly withheld for federal, state, and local income taxes;
- c. Deducted as health insurance premiums;
- d. Deducted as normal retirement contributions; and
- e. Deducted as normal life insurance premiums.

19. DoD Components. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "DoD Components").

20. Due Process. Formal proceedings carried out in accordance with established rules and regulations for the collection of debts due the United States.

21. Electronic Funds Transfer (EFT). A system that provides the authority to debit or credit accounts in financial institutions by electronic means rather than source documents (e.g., paper checks.). Processing typically occurs through the Federal Reserve System and/or the Automated Clearing House (ACH) computer network. EFT transmissions shall be designed to conform to the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 standard.
22. Emergency Medical Technician. A specialist in the technical details of medical treatment responding to an urgent need for assistance requiring immediate action.
23. Employee. An individual appointed to a position in the Department and paid from appropriated, revolving, or trust funds.
24. Entitlement. Legally established benefits available to any person or unit of the federal government meeting eligibility requirements established by law.
25. Federal Agency. Any executive agency as defined by Title 5, United States Code (U.S.C.), section 105 (reference (b)), including the U.S. Postal Service and the Postal Rate Commission; a Military Department as defined by 5 U.S.C. 102 (reference (b)); an agency of the legislative branch, including the U.S. Senate and U.S. House of Representatives; and an agency or court of the judicial branch.
26. Federal Reserve System. Any Federal Reserve District Head Office, Branch, or regional check processing center that processes EFT payments, including Automated Clearing House, for the federal government.
27. Financial Institution. Bank, savings association, or credit union eligible under Title 31, Code of Federal Regulations (C.F.R.), part 210 (reference (c)) to serve as a government depository.
28. Garnishment. A written notification concerning the attachment of monies to satisfy a debt that results in the withholding of a specified amount from the employee's pay (salary) to satisfy a debt.
29. Internal Controls. The manner in which financial, manpower, and property resources are to be controlled and safeguarded by the regular authorization, approval, documentation, recording, reconciling, reporting, and related accounting processes.
30. Leave and Earnings Statement. A document provided to each employee showing gross pay, deductions, and net pay for a pay period and cumulative totals for the year to date, along with leave balances at the end of the pay period.
31. Leave Record. A record showing the amounts of leave earned and used, and the balance available.

32. Lump-Sum Leave Pay. Payment for accumulated annual leave upon separation or change to a nonconvertible leave system.
33. Military Furlough. Absence due to extended active duty for general service with the Armed Forces.
34. Military Leave. An approved absence with pay authorized under 5 U.S.C. 6323 (reference (b)).
35. National Guard. The Army or Air National Guard of a state.
36. National Guard Technician. A federal employee of the National Guard, exclusive of National Guard Bureau employees.
37. Net Pay. The amount of wages, pay, or salary due after all payroll deductions is made.
38. Pay (Salary). Pay and salary have the same meaning. They include basic, premium, and any other authorized pay and allowances other than travel and transportation expenses.
39. Pay Period. A segment of time during which employees perform work and receive pay. For most federal civilian employees, a pay period covers 14 consecutive days, normally beginning on Sunday.
40. Pay Record. The part of each civilian employee's master pay record that contains all transaction information on payments and deductions with an audit trail to the authorizing documents. The pay record includes information such as pay grade, record of payments, all earnings separately identified by type (basic pay, bonuses, danger pay, etc.); allowances; allotments; any other deductions; year-to-date gross earnings; taxable earnings, and taxes withheld.
41. Recipient. A person authorized by a federal agency to receive benefit payments from the federal government.
42. State. A state or territory of the United States, including the Commonwealth of Puerto Rico.
43. United States. Unless otherwise qualified, means the 50 states and the District of Columbia.
44. Voluntary Deduction. Deduction from an employee's pay which requires written authorization from the employee to affect withholding.
45. Waiver. The cancellation, forgiveness, or non-recovery of a debt owed by an employee to an agency as permitted or required by law.